

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, November 14, 2005

CALL TO ORDER: Following due call and notice thereof, Mayor Morey called the meeting to order at 7:00 p.m. in the Council Room, City Hall.

ROLL CALL: Members present: Mayor Michael J. Morey; Council Members Paul Fisch, Gary Klug and Robert Standish. Members absent: Randi Vick. Consultants and City staff present: Robert L. Nelson. Visitors present: Darryl Peterson, Mark Schiltz, Ann Thompson and Jane Palen, reporter.

CONSENT AGENDA: Following brief discussion, a motion was made by Member Fisch, seconded by Member Klug, to approve the Consent Agenda items, listed below. All members present voted in favor and the motion was declared carried.

A. MINUTES OF PAST MEETINGS: To approve the minutes of the Regular Meeting held Monday, October 24, and Special Meeting, held Monday, November 7, 2005, as presented.

B. SEMINAR: To authorize Roger Schmitz and Tony Klug to attend the Water Utility Management Institute Seminar on November 29 at St. Cloud for registration fees of \$75 each, hotel expense for one evening and mileage and meal reimbursements.

VISITORS AND COMMUNICATIONS

A. HOUSTON COUNTY LAW ENFORCEMENT CENTER: Houston County Commissioner Ann Thompson reviewed the information concerning a proposed Law Enforcement Center. To date, architects have determined that the gross floor area of a new building to house the required departments would be 71,481 square feet. Those architects have now been requested by Houston County to determine whether any of that space could be retained in the existing courthouse or sheriff's office building. Commissioner Thompson said the Commissioners' preference would be to locate a new building on the courthouse square rather than erect it on a new location. Council Members indicated there was some concern about the possibility that residential properties would be acquired for sufficient area to construct a new law enforcement center. They were also concerned about the proximity to St. Mary's Elementary School and the new facility. Brief discussion was held on the historical aspects of the existing jail and the necessity for relocating utility services depending upon placement of a new placement on the courthouse square or adjoining area. Member Fisch requested that Houston County consider widening South Street, if the new facility were to be erected on the South side of the existing courthouse, to accommodate the additional generated traffic. Commissioner Thompson advised that the city would be kept informed of progress on the proposed building. She stated there was no established time table for the start or completion of construction. No action was necessary at this time.

CLAIMS

A. PREPAID CLAIMS: Following review, discussion and deliberation, a motion was made by Member Fisch, seconded by Member Klug, to approve the Prepaid Claims for October 2005. All members present voted in favor and the motion was declared carried.

Kraus Oil Company	Unleaded Fuel	1,301.50
Caledonia Oil Company	Diesel	1,100.00
Tri-County Electric	Electric Energy	93,539.68
Carquest Auto Parts	Miscellaneous Items	311.43
Crystal Canyon Inc.	Drinking Water	90.32
Houston County Highway Dept.	Storm Sewer Materials	50.94
Northern Beverage Distribution	Beer	745.40
Public Safety Center	Rite in the Rain	58.16
Schott Distributing Center	Beer	1,358.45
Caledonia True Value	Miscellaneous	58.85
E O Johnson Company	Maintenance Agreement	265.00
Information Management Serv.	Tech Services	502.19
MN Municipal Beverage Assn.	Registration Fee	125.00
Schumacher Elevator Co.	Maintenance Agreement	142.50
Baker & Taylor Books	Library Books	184.39
Houston County Highway Dept	County Maps for Resale	60.00
Midwest Tape	Library DVDs	74.79
Ziebell's Hiawatha Foods	Liquor - Mix	64.09
Bank of the West	FICA/Medicare	38.25

US Treasury	M14 File & M16 File	82.64
Midwest Wireless Comm.	Mobile Unit	221.21
Northern Beverage Distribution	Beer	1,116.80
Schott Distributing Co., Inc.	Beer	3,421.75
Spring Grove Soda Pop, Inc.	Beer & Soft Drinks	270.75
Aasum & City, Lucas	Meter Deposit Refund	125.43
Arch Wireless	Mobile Unit	51.27
Betz & City, Mitch	Meter Deposit Refund	79.50
Caledonia Chamber	Tourism	71.56
Connally & City, Rinda	Meter Deposit Refund	76.41
DeWall & City, Nicole	Meter Deposit Refund	78.91
Feine & City, Bonnie	Meter Deposit Refund	132.26
Johnson Brothers Liquor Co.	Liquor / Wine	733.29
Lechtenberg & City, Neil	Meter Deposit Refund	79.50
Mainstream	Remington	674.00
Phillips Wine & Spirits	Liquor / Wine	2,023.01
Schock, Tony	Meter Deposit Refund	79.50
Strabley & City, Brandon	Meter Deposit Refund	76.50
Swindell & City, Jerry	Meter Deposit Refund	76.50
Teffs Carpet Cleaning	Carpet Cleaning	794.93
Bank of the West	Fed/Fica/Med	6,322.80
City Of Caledonia	Employee Share Health Insurance	383.55
City Of Caledonia Emp. Assn.	Association Dues – October	140.00
Commissioner of Revenue	State Withholding	2,523.28
Minnesota NCPERS Life	NCPERS	80.00
MN Benefit Association	MBA	152.63
Orchard Trust Co., LLC	TSA	1,235.00
Public Employee Ret. Ass.	PERA	3,846.59
Bonanza Grain, Inc.	Concrete	196.63
Bubbers Jewelry	Key to the City	74.55
Buttell's Lighting	Bulbs/Ballasts	226.33
Creative Solutions	Maintenance Agreement	119.81
Holiday Inn Civic Center	Travel Expense	198.00
Printy Quik	Business Cards for PD	73.49
SE MN Historic Bluff Country	Tourism	1,272.92
United Parcel Service	Ups fee	64.00
United Systems Technology	Maintenance Agreement	2,810.00
VISA	Miscellaneous Items	534.56
Ace Link Telecommunications	Communication Expense	974.89
Bank of the West	Fed/Fica/Med	17.48
Caledonia Oil Company	Unleaded	1,176.88
Fisch, Paul	Sidewalk Reimbursement	356.25
Gavin, Mike	Animal Control	300.00
Griggs, Cooper & Company	Liquor / Wine	2,962.61
Houston County Treasurer	Ho Co. Collection Site	3,267.50
Jahn's Transfer	Freight Expense	89.13
MN Dept. of Revenue	Sales/Use Tax	12,691.25
Northern Beverage Dist.	Beer	535.30
Principal Life	Life/Ad&d/STD	589.49
Richard's Sanitation	Recycling – Collections	5,751.25
Schott Distributing Co.	Beer	1,413.50
Spring Grove Soda Pop	Beer	573.75
US Postal Service	Utility Billing	285.01
Wells Fargo Brokerage Serv.	Principal & Interest	11,957.68
Bank of the West	Fed/Fica/Med	970.00
Extreme Beverage Distribution	Liquor Store – Mix	32.00
Printy Quik	Bottle Tickets	42.49
Public Emp. Retirement Ass.	PERA	454.75
Schock, Tony	Meter Deposit Refund	129.51
Tri-County Electric Co-op	Electric Energy	68.46
Bluff & Valley Balloon Rally	Donation from American Legion	175.00
Caledonia Electronics	DVD/CD Player	53.24
Information Management Svces	Tech Services	390.15
Kinneberg, Myron	Mileage Reimbursement	56.98
Lewis, Jessica	Meal Reimbursement	28.72
MN Assn. Law Enforce Fire	Registration Fee	180.00
Northern Beverage Distribution	Beer	1,145.35

Post Board	License Fee	45.00
Printy Quik	Alternate Side Parking Stamp	21.25
Schott Distributing Co.	Beer	2,638.45
Spring Grove Soda Pop, Inc.	Beer	176.00
Aquila	Natural Gas	1,331.58
Ortivus, Inc.	Sales Tax for Ambulance	638.77
Tri-County Electric Co-op	System Equipment	1,253.26
Bank of the West	Fed/Fica/Med	6,149.14
Caledonia Police Association	PD Association Dues	60.00
City Of Caledonia	Employee Share Health Insurance	383.55
Kinneberg, Myron	Reimbursement for Text Book	62.02
Kraus Oil Co.	Diesel	1,176.00
Orchard Trust Co.	TSA	1,235.00
Public Emp. Retirement Assn.	PERA	3,772.23
Blue Cross Blue Shield	Health Insurance	19,791.00
Johnson Brothers Liquor	Liquor / Wine	2,944.19
Northern Beverage Distribution	Beer	80.55
Phillips Wine & Spirits	Liquor / Wine	913.69
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		\$220,113.64

B. CLAIMS PAYABLE: Following review, discussion and deliberation, a motion was made by Member Fisch, seconded by Member Klug, to approve and authorize payment of the Claims Payable for October 2005. All members present voted in favor and the motion was declared carried.

Airgas North Central	Welding Supplies	80.91
Aquila	Repair Line Hit	254.40
Artic Glacier Inc.	Ice	110.90
B & B Tree Service	Stump Removal	115.00
Baker & Taylor Books	Library Books	535.90
Baldwin Cooke Co.	Planners	175.54
Border States Electric Supply	Post Tool	313.83
Brown Traffic Products, Inc.	Pole/Flasher	3,177.96
Burroughs Bulldozing	Waterway work	780.00
Caledonia Drugs	Gloves	25.83
Caledonia Electronics	Miscellenous Items	248.92
Caledonia Haulers	Parts	21.86
Caledonia Implement	Miscellenous Items	175.45
Caledonia Lumber, Inc.	Building Materials	32.46
Caledonia Oil Co.	Squad Maintenance	117.34
Caledonia Ready Mix	Concrete	163.48
Carquest Auto Parts	Parts	32.64
Clia Laboratory Program	Clia Lab Fee	150.00
Communications Service	Pager	413.22
Curt & Candy's Hardware Hank	Miscellenous Items	205.54
D S Electric Supply	Install Highway Lights	577.05
Dalco	Dispensers	13.29
Davy Engineering Co.	Sewer Rehab Project	817.96
Davy Laboratories	3 Total Coliforms	1,554.16
Demco	Laminated Tape	73.33
ECM Publishers, Inc.	Ads	327.34
Farmer's Co-op Elevator	Chemicals	296.74
Fastenal Company	Miscellenous Parts	12.18
First Supply Company	Hydrafinder	373.80
Franciscan Skemp Healthcare	Drug Screen	102.00
Gopher State One-Call, Inc.	41 Location Notifications	55.35
Green Power Equipment	Grease & Labor on Tractor	875.97
Hawkins, Inc.	Chemicals	1,365.20
Hoskins Electric Co.	Wiring	1,285.00
Information Management Serv.	Tech Services	62.76
Kraus Oil Company	Unleaded	1,078.25
Mathy Construction Co.	Asphalt Patching	1,660.00
Midland Telecom, Inc.	Pager Labor	113.25
Midwest Tape	Library DVD's	137.60
Mississippi Welders Supply	Oxygen	96.15
M-R Sign Company Inc.	Signs	240.46
Municipal Pipe Tool Co.	TV Inspection of Sanitary Sewer	4,892.40

National Waterworks, Inc.	Materials	499.50
PT Welding & Driveshaft	#004 Wing Parts	80.32
Recorded Books, LLC	Recorded Books	151.40
Resco	Inventory	2,481.96
Richard's Sanitation	Refuse Disposal	175.50
Rippe, Hammell & Murphy	Prosecution Matters	4,886.50
Rodale Books	Church Supper Cookbook	36.44
Schilling Supply Company	Bags & Towels	131.23
SE Libraries Cooperating	Auto Fees	382.00
St. Mary Auto Body Shop	Tow 88 Dynasty	106.50
Storey Kenworthy	Storage Boxes	111.70
T & R Service	PCB Analysis	15.00
Taste of Home Books	Library Books	28.98
Tri-County Electric Co-op	Electric Energy	98,531.43
United Auto Supply, Inc.	Paint & Marker Lamp	39.52
W A Rossevelt Co.	Air Filters	27.22
Weichert Motors	Supplies	409.30
Williams Spafford Group	Williams Hotel Reimbursement	1,450.56
Witt's Pharmacy – Caledonia	Epipens & Glucagon Kits	398.31
WWTP MPCA PFA Loan Fund	1993-96 PFA Loan	3,725.00
Zep Manufacturing Company	Trash Bags	75.68
		\$136,885.47

OLD BUSINESS

A. **TERMS AND CONDITIONS OF EMPLOYMENT:** Clerk Nelson informed the Council that at the Regular Meeting of October 24, when the Council approved the hire of Chad Heuser and Jessica Lewis as part-time police officers, he had neglected to inquire about terms and conditions of employment such as the hourly pay rate and probationary period. Following review of pay rates of other part-time officers, a motion was made by Member Fisch, seconded by Mayor Morey, to set the wages for the two new officers at \$14.46 per hour with a \$1.00 per hour rate for night time differential and a one year probationary period which would begin on the date the Council authorized their hire, being October 24, 2005. All members present voted in favor and the motion was declared carried.

B. **COMPUTER USE POLICY:** Clerk Nelson distributed copies of the existing Computer Use Policy adopted by the City Council in February 2002, along with a model policy recently recommended by the League of Minnesota Cities. Nelson said he would complete a draft for the next Council Meeting combining the existing and recommended parts of the model league policy for presentation at the next regular meeting. No action was necessary at this time.

NEW BUSINESS

A. **LAND OFFER:** Clerk Nelson informed the Council that Member Vick reported Tony Denstad had inquired whether or not the City would be interested in purchasing the vacant parcel of land between the China Buffet and Municipal Liquor Store. The Council indicated that the area of the parcel and requested sales price be obtained.

B. **AUDIT QUOTE:** Following review of the quote for performing the 2005 Annual Audit from Tostrud & Temp for an amount not to exceed \$19,900 (\$20,850 if a single audit applies) and reimbursement for meals and expenses, a motion was made by Member Fisch, seconded by Member Klug, to approve the offer and authorize Mayor Morey to sign on behalf of the City. All members present voted in favor and the motion was declared carried.

C. **ANNUAL LMC CONFERENCE:** Clerk Nelson inquired if any Council Members wished to attend one or more days of the Annual League of Minnesota Cities Conference to be held at Rochester on December 1, 2 and 3, reporting the attendance fee was \$315 for all days and \$215 for Friday only. No members chose to attend.

D. **HANDICAPPED PARKING SIGNS:** Discussion was held on a request by relatives of Loretta Mechtel, 312 North Ramsey Street, for installation of handicapped parking signs to be installed to reserve a parking place on the street adjacent to her sidewalk, which extends to the curb. A motion was made by Member Standish, seconded by Member Fisch, to authorize installation of handicapped parking signs, as requested. Members voting in favor: Standish. Opposed: Morey, Fisch and Klug. The motion was declared failed. Following further discussion, a motion was made by Mayor Morey, seconded by Member Fisch, to authorize a 4' to 5' length of curb to be painted yellow, immediately at the walkway, (this would be intended as a no parking zone for Ms. Mechtel to have access to a vehicle parked on the street). All members present voted in favor and the motion was declared carried.

E. SPECIAL ASSESSMENT: Clerk Nelson reported that Robert Lemke, Caledonia Oil Company, requests authorization from the Council to have sidewalk improvements done to the property at the Caledonia Oil Station and have the expenses placed on Special Assessments collected over a ten year period. The estimated cost for replacement of 1,294 square feet of concrete sidewalk is \$3,946.70. A motion was made by Member Fisch, seconded by Member Standish, to approve the request for Special Assessments. All members present voted in favor and the motion was declared carried.

CLERK'S REPORT

A. ACTIVITY LIST: Enclosed with the Agenda was the Activity List provided by Joyce Iverson, EDA Director, for September – October 2005.

B. CITY EMERGENCY SERVICES: Enclosed with the Agenda was a request from the Caledonia Chamber of Commerce for emergency services, including auxiliary police, ambulance attendants and firefighters to be present at the Balloon Rally to be held December 3 and 4. A council inquiring was made as to whether the services are provided on a volunteer basis or whether the attendants and auxiliary police charge for the service.

C. STORAGE SHED: Clerk Nelson informed the Council that Bob Lemke, Caledonia Oil Company, requested whether or not the City Council would have objection to use of an old semi trailer for a storage shed at the bulk plant site on North Ramsey Street. Clerk Nelson recommended against the use, suggesting that it may lead to others asking for the same privilege in commercial or residential areas in lieu of constructing utility sheds. The Council did not, however, register emphatic opposition to the proposal.

D. CAPITAL CREDIT: Clerk Nelson reported that Tri-County Electric Cooperative recently delivered the annual Capital Credit dividend in the amount of \$21,554.33. Nelson explained that the Capital Credit is given after a 20 year period, thus this dividend would represent the payments for electrical energy in 1984.

E. POLICE DEPARTMENT ACTIVITY LIST: Enclosed with the Agenda was the Police Department Activity List and Summary List for October 2005.

F. THE WHEEL: Enclosed with the Agenda was a November 2005 copy of the Rotary Newsletter.

G. DISCHARGE MONITORING REPORT: Enclosed with the Agenda was the Discharge Monitoring Report for October 2005, showing a Monthly Average Total Nitrogen Level of 6.36 mg/l.

H. RESPONSIBLE ALCOHOL USE: Enclosed with the Agenda, for informational purposes only, was an e-mail received from the City Administrator of the City of Princeton, describing a contest for high school seniors who complete a poster or essay or multi-media presentation to address underage drinking or irresponsible use of alcohol by adults. This relates to municipalities having municipal liquor stores.

I. EMPLOYEE TIME RECORD: Enclosed with the Agenda were the Employee Time Records for pay period October 10 – 23, 2005 and for period October 24 – November 6, 2005.

J. TAX VALUE ADJUSTMENT: Enclosed with the Agenda was a letter from Peter Johnson, Houston County Auditor, explaining that Aquila filed a court case for reconsideration of its property valuations which resulted in a refund of past years real estate taxes. For the City Of Caledonia, the impact will be a reduction of \$1,802.41 to be deducted from the December 2005 distribution from Houston County.

MISCELLANEOUS ITEMS

A. CONTRIBUTION: Clerk Nelson informed the Council that a contribution of \$175 had been received from American Legion Post #191 with a request for it to be transferred to the Balloon Rally to be held December 3 and 4. Following brief discussion, a motion was made by Member Fisch, seconded by Member Klug, to accept the American Legion Donation and transfer it to the committee in charge of the December Balloon Rally. All members present voted in favor and the motion was declared carried.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Standish and seconded by Member Klug. All members present voted in favor, the motion was declared carried and the meeting then adjourned at 9:27 p.m. The next Regular

Regular Meeting, Monday, November 14, 2005, continued...

Meeting of the City Council is scheduled for 7:00 p.m., Monday, November 28, 2005, in the Council Room, City Hall.

Michael J. Morey, Mayor

Robert L. Nelson
City Clerk - Administrator